

*State and Local Government Records  
Commissions' Annual Awards  
in Archival Preservation and/or Records  
Management  
for 2008*



*Guidelines and Nomination Form*

## ■ *Purpose*

The State and Local Government Records Commissions established the annual awards program to recognize, encourage, and support state agencies, publicly supported colleges and universities, local governments, and local historical entities that have made special accomplishments in archival preservation and/or records management. Besides recognizing the deserving, the records commissions hope that these awards will stimulate an interest in good record-keeping practices throughout state and local government.

## ■ *The Awards*

Annual awards will be Governor's Certificates of Appreciation, presented on the governor's behalf by the commissions. Information on award recipients will be published in the Government Records Division newsletter, *State and Local Records News*; in press releases for the Alabama Press Association to distribute, on the website of the Department of Archives and History; and (for local awards) in statewide or local publicity resources available to county or municipal officials and historical entities.

## ■ *Criteria for the Awards*

Nominations are encouraged to recognize meritorious work. The mere fulfillment of routine archival preservation and/or records management work does not justify an award. Activity above and beyond the regular call of duty is the main prerequisite for an award.

Special consideration will be given to ideas, innovations, contributions, and accomplishments that may have a significant and lasting impact on an agency's archival preservation and/or records management program, or that create benefits that will extend beyond the agency itself.

Examples of qualified activities may include, but are not limited to, the following:

- For state agencies, colleges, and universities, evidence of full compliance with the provisions of its Records Disposition Authority (RDA) in terms of RDA development, implementation, and reporting. In addition, agencies must have in place a centralized records liaison structure and an archives/records management program to coordinate records related activities. For local agencies, full compliance with and frequent utilization of RDA provisions and records destruction procedures, as well as assistance to ADAH staff in updating and improving RDAs during their biennial revisions.
- Evidence of increased initiative, innovation or commitment of resources and manpower to archival preservation and/or records management programs. For example, agencies might hire additional staff for records programs; develop record centers, archives, or electronic records programs; create their own publications or training materials; extend (in the case of local governments) their archival or records management programs to other agencies in the county or municipality, or provide training to other state or local agencies.
- Evidence of compliance with best practices or innovation in the fields of archival preservation and/or records management.

## ■ *Nomination Procedures*

All state agencies, boards, commissions, publicly supported colleges and universities, or localities are eligible for an annual award. Awards to state agencies will go to the agency as a whole. Local government or historical entity awards may go to an entire county or municipality, to a specific agency or entity, or to an individual. An agency shall not receive an award more than once within five (5) years.

Nominations may be made by any interested party, the agency itself, by staff of the Alabama Department of Archives and History, or by members of the State and Local Government Records Commissions.

An award nomination form (attached) must be completed in full by the agency, or other nominating entity, for the nomination to be considered. In order to demonstrate relevant activities, those making nominations are encouraged to submit supporting documentation (e.g., narratives, news clippings, photographs, publications, or other recognitions received). Supporting documents should be organized and filed in an 8½ x 11" notebook binder.

All nominations must be submitted to staff of the ADAH Government Records Division each year before December 19. Awards shall be announced at the commission meetings in January and presented at the meetings in April of the following year.

The State Records Commission shall make only one (1) award annually. The Local Government Records Commission shall make no more than two (2) awards annually.

## ■ *Review and Selection Procedures*

Staff of the Department of Archives and History will review all nominations prior to distributing them to the commissions. Members of the State and Local Records Commissions will select the recipient(s) each year. Judging will be based on how well the nominee(s) have met the awards' criteria. A commission member who is associated with a nominated agency or individual will not vote when that nomination is considered. The records commissions reserve the right not to present an annual award if there are no nominations or qualified nominees. Meetings at which the awards are made will (like all records commission meetings) be open to the public.

## ■ *Questions?*

Please contact the Government Records Division, Alabama Department of Archives and History, at (334)242-4452 or: [records@archives.alabama.gov](mailto:records@archives.alabama.gov).

*State/Local Records Commission Annual Award  
in Archival Preservation and/or Records Management*



Date: \_\_\_\_\_

*Award Nomination Form*

*Individual/Entity Making the Nomination*

**Name:** \_\_\_\_\_

**Entity:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*Nominee*

**Nominee Agency/College/University:** \_\_\_\_\_

**Agency Director/College President/University Chancellor:** \_\_\_\_\_

**Records Liaison:** \_\_\_\_\_

**Telephone Number of Records Liaison:** \_\_\_\_\_

**E-mail Address of Records Liaison:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Please use the space below to describe the nominee's accomplishments in no more than 1,000 words. (You may use the back of the form or attach another sheet, if needed). Be sure to include details and attach appropriate supporting documentation for reference. Mail the completed application **before December 19** to: Government Records Division, Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL 36130-0100.